



# CITY OF HOUSTON

## Job Posting

1	SL/CMD
2	<div><div>Applications accepted from:</div><div>ALL PERSONS INTERESTED</div></div>
3	<div><div>Job Classification</div><div>SENIOR PROPERTY AGENT</div></div>
4	<div><div>Posting Number</div><div>PN# 106239 (2 VACANCIES)</div></div>
5	<div><div>Department</div><div>Public Works &amp; Engineering Department</div></div>
6	<div><div>Division</div><div>Planning and Development Services</div></div>
7	<div><div>Reporting Location</div><div>Real Estate Branch/Sales and Leasing</div></div>
8	<div><div>Workdays &amp; Hours</div><div>611 Walker, 19<sup>th</sup> Floor</div><div>M - F, 8 a.m. - 5 p.m.*</div><div>*Subject to change</div></div>
9	<div><div>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</div><div>Performs various complex technical negotiations, research, and closing functions related to the disposition of City property interests and acquisition of land and/or property rights for public projects. Transactions often involve the acquisition and /or sale of multiple properties or complicated/multi-agency issues. Investigates and identifies properties to be sold, abandoned, exchanged, covered under an encroachment agreement, leased, purchased, condemned, or transferred. Prepares and submits reports and information packages for City Council, the Mayor, the Joint Referral Committee, and others in connection with assigned projects.</div></div>
10	<div><div>WORKING CONDITIONS</div><div>Requires ability to communicate effectively, both orally and in writing. Will require standing, walking, and include whatever means necessary to climb stairs and the ability to perform and negotiate field hazards.</div></div>
11	<div><div>MINIMUM EDUCATIONAL REQUIREMENTS</div><div>Requires and Associate's degree in Real Estate, Business Administration or a related field.</div></div>
12	<div><div>MINIMUM EXPERIENCE REQUIREMENTS</div><div>Three (3) years of experience in real estate or related activities are required. Pertinent professional experience in real estate or directly related activities may be substituted for the above education requirement on a year-for-year basis.</div></div>
13	<div><div>MINIMUM LICENSE REQUIREMENTS</div><div>Must have valid Texas Driver's License and compliance with the City of Houston policy on driving (A.P. 2-2).</div></div>
14	<div><div>PREFERENCES</div><div>Should be proficient in the operation of personal computers and the following software: MS Word, WordPerfect, MS Excel, and Lotus 1-2-3. Candidate should have solid oral and written communication skill, strong interpersonal skills, and the ability to establish and maintain excellent working relationships at diverse levels. Preference will be given to a candidate with prior public sector acquisition and /or sales experience and knowledge of title curative procedures.</div></div>
15	<div><div>SELECTION/SKILLS TESTS REQUIRED</div><div>None</div><div>However, the Department may administer a skill assessment evaluation.</div></div>
16	<div><div>SAFETY IMPACT POSITION</div><div><div><input checked="" type="checkbox"/> Yes</div><div><input type="checkbox"/> No</div></div><div>If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.</div></div>
17	<div><div>SALARY INFORMATION</div><div>Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:</div><div><div>Salary Range - Pay Grade 19</div><div><div>\$1,094 - \$1,889 Biweekly</div><div>\$28,444 - \$49,114 Annually</div></div></div></div>
18	<div><div>OPENING DATE</div><div>August 10, 2005</div></div>
19	<div><div>CLOSING DATE</div><div>Open Until Filled</div></div>
20	<div><div>APPLICATION PROCEDURES</div><div>Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</div><div>The Human Resources TDD Phone Number is (713) 837-9471.</div><div>An equal opportunity employer</div></div>